

How To Create an eGrants Account (for AmeriCorps VISTA)

Note: If you manage other Corporation programs and already have an account in eGrants, you do not need to create a new account for your AmeriCorps*VISTA application. Simply log into your existing account, and begin the process for creating a Concept Paper.

BEFORE YOU START:

- You will need the Employee Identification Number (EIN) and Data Universal Numbering System (DUNS) Number for your organization. Your fiscal office will should have this information. Please contact us if your organization does not currently have a DUNS number and we will assist you in obtaining one.
- You should prepare your application first using a word processing software, according to the guidelines in the paper version. *eGrants* will allow you to cut and paste information from your word processing document. *eGrants* does not have spell-checking capability.

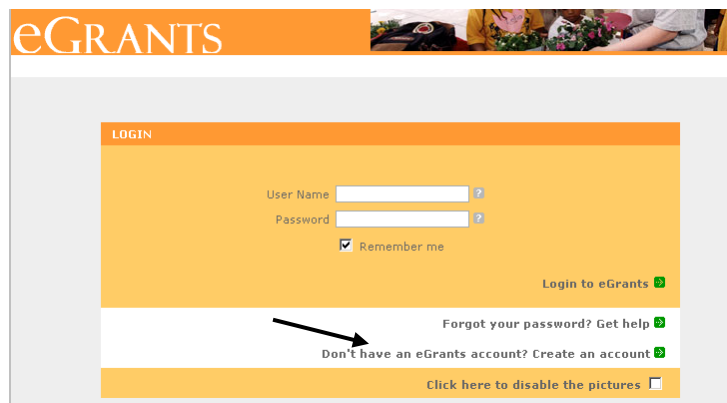


Step 1.

Go to the Corporation website at www.cns.gov and log into eGrants from the main page:

Step 2.

At the login page, click the link entitled: *Don't have an eGrants account? Create an account.*



Step 3. Select: Create a Grantee account 

Step 4. Enter your personal account information as shown.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

When you have completed your information, click on “next”

cancel save next 

Step 5. Enter your organization’s EIN

Enter EIN #

Please enter your organization's EIN#.

Enter your EIN #:

Step 5A

If your **organization already exists in the system**, you will be provided an opportunity to select your organization or create a new one. All renewing AmeriCorps*VISTA sponsoring organizations should find their organization

already in the system. Select the existing organization and go to the next screen.

Select an Organization

Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.

List of Organizations with EIN# 703264573

- ☐ Create a new organizational profile for EIN# 703264573. **OR select an existing org below**
- ☐ Hogwarts School for Wizards - Somewhere in London, 00

Important Tip:

In some cases, you might find your organization listed twice. If this happens, it means that one of the organizations is a duplicate record. ***Stop and contact your state office immediately.***

Your program specialist will confirm which organization is the correct one and which one is a duplicate. Selecting the duplicate organization will create data errors for you in the application process. Your program specialist will have the duplicate record deleted to avoid future confusion.

Step 5B

If your organization is new to the system you will be asked to enter information about your organization as shown. You are required to select at least one organizational type, and may add additional organizational characteristics if you choose.

GENERAL INFORMATION

* EIN #:

DUNS #: -

* Organization's Name:

* Organization Type:

ORGANIZATIONAL CHARACTERISTIC(S)

Please enter the characteristic(s) that best describe your organization.

Organizational Characteristic: [add characteristic](#)

CONTACT INFORMATION

* Street Address 1:

Street Address 2:

* City:

Step 6. Click “Submit.”

Congratulations! You are done and ready to begin your Concept Paper!

Step 7: Go to Create a Concept Paper in the lower left hand corner.

Make sure that you click **VISTA STATE 2008** as your concept paper choice.